

3 NOV 1960

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MEMORANDUM FOR: Acting Deputy Director, Personnel and Physical Support

SUBJECT: Monthly Report of Activities for October 1960

1. The following is the summary of correspondence traffic handled by this Staff during the month of October 1960:

DOCUMENT RECEIPT AND DISTRIBUTION:OCTOBERCables

| | | |
|-------------------|-----|-----|
| a. Incoming Total | | 538 |
| OS Action | 140 | |
| OS Interest | 398 | |
| b. Outgoing Total | | 217 |
| OS Orig | 32 | |
| FSS Orig. | 2 | |
| OS Coord | 62 | |
| OS Interest | 121 | |
| TOTAL PROCESSED | | 755 |

Dispatches

| | | |
|-------------------|-----|-----|
| a. Incoming Total | | 183 |
| OS Action | 158 | |
| OS Interest | 25 | |
| b. Outgoing Total | | 93 |
| OS Orig. | 66 | |
| FSS Orig. | 3 | |
| OS Coord. | 7 | |
| OS Info. | 17 | |
| TOTAL PROCESSED | | 276 |

25X1C4a

841

Total Communications Processed

1872

| | | | | | |
|------------|----|----------|---------|-----------|--------|
| DOC | 20 | REV DATE | 13-1-60 | BY | 006199 |
| ORIG COMP | 31 | OPI | 31 | FILE | 02 |
| ORIG CLASS | 5 | PAGES | 2 | REV CLASS | 5 |
| JUST | 22 | NEXT REV | 28-1-60 | FILE | 02 |

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3. No Security Personnel are scheduled to return PCS during the next 30 days.




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Chief, Foreign Support Staff

Distribution:
Original & 1 - Addressee

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| | | |
|---|-----------------|-------------------|
| TRANSMITTAL SLIP | | DATE 11/ '960 |
| TO: A/DD/PPS | | |
| ROOM NO. 2050 | BUILDING Eye | |
| REMARKS:  | | |
| FROM: OS/FSS | | |
| ROOM NO. 1024 | BUILDING Eye | EXTENSION 8553 |

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957 -O -439445

| | | |
|--|----------|----------------|
| TRANSMITTAL SLIP | | DATE |
| | | September 1960 |
| TO: Deputy Director/PPS | | |
| ROOM NO. | BUILDING | |
| 2050 | Eye | |
| REMARKS: | | |
| <p>↓ Janet - pls see me re this by</p> | | |
| FROM: OS/FSS | | |
| ROOM NO. | BUILDING | EXTENSION |
| 1024 | 1 | 8553 |

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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